

COUNCIL TAX - COMMENCEMENT OF OCCUPATION FORM

(Please complete in black ink and block capitals)

1. ADDRESS OF PROPERTY	
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2a. IS PROPERTY NEW?	YES/NO	2b. PURCHASE PRICE	£
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3. FULL NAME(S) OF LIABLE PERSON(S) (see over)		4. ADDRESS OF LIABLE PERSON(S) IF DIFFERENT FROM ABOVE	
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5a. DATE OWNERSHIP	OR	5b. TENANCY COMMENCED	6a. PROPERTY FURNISHED	6b. PROPERTY OCCUPIED
DAY MTH YEAR		DAY MTH YEAR	DAY MTH YEAR	DAY MTH YEAR
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>

7. ADDRESS OF YOUR LAST RESIDENCE		7a. PREVIOUS ADDRESS IN ASHFIELD IF APPLICABLE	
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8. NAME AND ADDRESS OF YOUR SOLICITOR OR LANDLORD IF YOU ARE A TENANT	
	Telephone No:

9. NUMBER OF OCCUPANTS HAVING THEIR SOLE OR MAIN RESIDENCE IN THIS PROPERTY AGED 18 OR OVER	
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10. IS A DISABLED PERSON (CHILD OR ADULT) RESIDENT IN THE PROPERTY	YES/NO
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11a. DO ANY OF THE OCCUPANTS COME UNDER THE CATEGORIES SHOWN OVERLEAF SEE SECTION 4 (PEOPLE NOT COUNTED)?	YES/NO	11b. IF YES, ENTER CATEGORY (e.g. D)	
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12. HOW TO PAY (please tick box) SEE NOTE OVERLEAF	Direct Debit			Online/BACS		
	1st	10th	20th	1st	10th	20th
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DECLARATION	I declare that to the best of my knowledge and belief, the particulars shown above are true, accurate and complete. I will inform you within 21 days if my circumstances change.
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Name:	Date:
Signature:	Tel No:
Capacity in which signed:	Email:

1. LIABLE PERSON

To determine the "liable person" look down the list below. As soon as you reach a description which applies to someone in the property, they will be the liable person(s) and their name(s) should be entered overleaf.

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|---|--|
| A. Resident Freeholder, e.g. an owner occupier. | D. Resident Licensee, e.g. Public House landlord living in the property. |
| B. Resident Leaseholder, e.g. an owner occupier who pays ground rent. | E. A Resident. |
| C. Resident Statutory/Secure Tenant, e.g. Council or Private Tenant. | F. The Owner (this applies when the property has no residents). |

A resident is a person of 18 years or over who lives in the dwelling as their only or main home.

N.B. In some special cases the owner, not the residents, will be liable. These cases are:-

Dwellings occupied by more than one household, e.g. bedsits

Dwellings which are not the owners' main home, but which are the main home of someone whom the owner employs in domestic service.

Residential Care Homes, Nursing Homes, etc.

Dwellings occupied by a Minister of Religion.

2. HOW TO PAY

Payment of Council Tax is by 10 monthly instalments from April to January, or if you wish 12 months from April to March. We offer a choice of three dates in the month to pay, 1st, 10th or 20th.

Direct Debit - Paying Council Tax Made Easy.

Online - <https://www.ashfield.gov.uk/residents/pay-for-something/>

PLEASE NOTE: Failure to make payments in accordance with the demand notice you receive will lead to recovery action.

3. DISABLED PERSONS RELIEF

A reduction may apply if one of the following is a feature of the property and is required as essential or of major importance to the well being of the disabled person because of the nature and extent of their disability.

- A. A room other than a bathroom, kitchen or lavatory which is used predominantly by the disabled person.
- B. A second bathroom or kitchen.
- C. Extra space inside the property to allow for the use of wheelchair.

4. DISCOUNT AND PEOPLE NOT COUNTED

Certain people will not be counted when looking at the number of adults resident in a property. For example, if there are two adults, and one of them falls within a group shown below, the bill will be worked out as if only one adult resides there and a discount of 25% will apply. If every adult falls within a group shown below a 50% discount will apply.

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| A. Persons in detention. | H. Long term hospital patients. |
| B. People who are severely mentally impaired | I. Patients in Nursing or Care Homes. |
| C. People for whom child benefit is payable. | J. Careworkers on low pay engaged by a Charity. |
| D. Full time student or student nurse. | K. Person Caring for someone with a disability (not spouse, partner or child under 18) |
| E. Apprentices. | L. School/College leavers under 20. |
| F. Youth Training Trainee. | M. Members of Religious Communities. |
| G. Foreign Language Assistants. | N. Member of International Headquarters and Defence Organisations. |

5. DISTRICT OFFICE AND OFFICE HOURS (Please see local list for opening hours)

- Kirkby in Ashfield, Urban Road / Sutton in Ashfield, Brook Street / Hucknall, Watnall Road